

# Regional Records Services --- Pacific Region

1000 Commodore Drive, San Bruno, California 94066-2350

## REQUESTS BY MAIL OR FAX BANKRUPTCY CASE FILES ONLY

The Office of Regional Records Services in San Bruno, California, accepts mail/FAX requests for photocopies of personal and corporate bankruptcy case files and forwards the photocopies to the requestor via U.S. Postal Service (USPS) or FAX. Requestors may obtain photocopies of either the **ENTIRE CONTENTS** of a case file, the **PACKAGE** of common documents, or specific **REQUESTED DOCUMENTS** from the docket sheet.

Please follow the steps below to obtain certified or uncertified copies of bankruptcy case files:

**STEP 1.** For each case, obtain the following information *from the court where the case was filed and closed.*<sup>1</sup>  
PLEASE USE ONE FORM PER CASE.

FRC ACCESSION NUMBER	AGENCY BOX NUMBER	FRC LOCATION NUMBER
CASE FILE NAME		CASE FILE NUMBER

**STEP 2.** Identify whether you want the **ENTIRE CONTENTS** of a case file, the **PACKAGE** of common documents, or specific **REQUESTED DOCUMENTS** off the docket (please check ONE):

- ☐ The **ENTIRE CONTENTS** of the case file. This option includes ALL of the documents in the requested case file and costs \$35.00 for the first 100 pages and \$.50 per page thereafter, not to exceed 200 pages total.
- ☐ The **PACKAGE** containing commonly requested documents. This option includes the documents listed below **ONLY**. All questions concerning file contents should be directed to the appropriate Bankruptcy Court. The total cost of the **PACKAGE** is \$10.00.
  - \* Either of the following: Order of Discharge, Order of Dismissal, or Final Decree
  - \* Attached Mailing List of Creditors (NOT SCHEDULES)
- ☐ **REQUESTED DOCUMENTS** from the docket sheet. This option includes specific documents highlighted or otherwise clearly marked on a copy of the docket obtained from the court. All questions concerning file contents should be directed to the appropriate Bankruptcy Court. The **total** cost of the **REQUESTED DOCUMENTS** is \$35.00 for the first 100 pages and \$.50 per page thereafter, not to exceed 200 pages total.
- ☐ Check the box to the left if you would like to have your photocopies **CERTIFIED**. Certification is a verification of true, legal copies and costs an additional \$10.00.
- ☐ Check the box to the left if you would like to have your photocopies returned via **FAX**. The Office of Regional Records Services will **ONLY** return the first 100 pages of your request via FAX. Photocopies in excess of 100 pages will be returned via mail.

### FOR REGIONAL RECORDS SERVICES USE ONLY

SEARCHER'S INITIALS	DATE OF SEARCH	SEARCHER'S REMARKS
---------------------	----------------	--------------------

**STEP 3.** Print your name, mailing address **AND** daytime telephone number below.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Telephone No.: (\_\_\_\_) \_\_\_\_\_ FAX No.: (\_\_\_\_) \_\_\_\_\_

**STEP 4.** PAYMENT MAY BE IN THE FORM OF A MONEY ORDER, PERSONAL PRE-PRINTED CHECK, VISA, MASTERCARD, AMERICAN EXPRESS, OR DISCOVER/NOVUS.

**SUMMARY OF CHARGES**

ENTIRE CONTENTS:	\$35.00 up to 100 pages \$.50 per page thereafter - 200 pages maximum (If over 100 pages, we will contact you for the additional fee.)
PACKAGE:	\$10.00
REQUESTED DOCUMENTS:	\$35.00 up to 100 pages \$.50 per page thereafter - 200 pages maximum (If over 100 pages, we will contact you for the additional fee.)
CERTIFICATION:	\$10.00 in addition to the above charges (Certification not available with FAX service.)

Make checks or money orders payable to: **NATIONAL ARCHIVES TRUST FUND (NATF)**

If charging this purchase to your credit card, enter the account number, the expiration date AND your signature below.

CREDIT CARD # \_\_\_\_\_ Exp. Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

SIGNATURE: \_\_\_\_\_

**STEP 5.** Mail payment and this completed form to: OFFICE OF REGIONAL RECORDS SERVICES  
ATTN: COPY REQUEST  
1000 COMMODORE DRIVE  
SAN BRUNO, CA 94066-2350

**OR** FAX this completed form to (650) 876-9496 if paying by credit card..

\*\*\*\*\**Requests for documents will not be taken by phone.*\*\*\*\*\*

Requests will normally be processed (file retrieved, documents identified, copies made, and placed in outgoing mail) within three (3) business days of receipt at the Records Center.

YOUR REQUEST, AND ANY FEES SUBMITTED, WILL BE RETURNED TO YOU IF:

- The information supplied in STEP 1 is incorrect or incomplete.
- The name on the case file does not match the name requested.
- You fail to enclose a check or money order **OR** if the amount is incorrect.
- Authorization cannot be obtained for the credit card number you supplied.
- Clearly marked docket sheet for *Requested Documents* not received.
- Federal agency requests are submitted without proper fees.

For further information call (650) 876-9181 (Monday through Friday, 7:00 a.m. to 3:00 p.m.)